



# Parks & Recreation Board

## MEETING NOTES

APPROVED

|                |                                   |
|----------------|-----------------------------------|
| MEETING TITLE  | Sherwood Parks & Recreation Board |
| DATE & TIME    | 05.07.12 7:00 PM                  |
| LOCATION       | Sherwood City Hall—Community Room |
| FACILITATOR    | David Scheirman                   |
| NOTES TAKEN BY | Jennifer Ortiz                    |

### ATTENDEES

| Parks & Recreation Board      | Council Liaison                                    |
|-------------------------------|--|
| X David Scheirman, Chair      | X Bill Butterfield, City Councilor                 |
| X David Bonfiglio, Vice Chair |  |
| X Brian Stecher               | City Staff   |
| X Thad Overturf               | X Kristen Switzer, Community Services Director     |
| -- Lu Vanderburg              | X Jennifer Ortiz, Events and Volunteer Coordinator |
| X Marney Jett                 |  |
| X Lynn Snyder                 |  |
| X Mary Reid                   |  |
| -- Vacant                     |  |

### MEETING NOTES

#### 1. Call to Order/Roll Call (Scheirman)

- The meeting was officially called to order at 7:02 pm.

#### 2. Adjustments to the agenda (Scheirman)

- No adjustments were made to the agenda.

#### 3. Citizen comment (Scheirman)

- Neil Shannon of 23997 Redfern Drive attended the Budget Committee meeting and wanted to notify the PRB of upcoming issues regarding turf replacement. Snyder Park's field only has one year of use left.
- Switzer explained that employees are working on a long term plan. It will cost \$500,000 to replace Snyder Park's turf. The Field House turf will need to be replaced in 7-8 years. Snyder Park's turf has been patched as a short term fix.

#### 4. Approval of minutes (Scheirman)

- Mary Reid motioned to approve the March 5, 2012 minutes with noted spelling corrections. Thad Overturf seconded. All in favor; motion passed.*

**5. Tree Removal Request- Tonquin Employment Area Sanitary Upgrade & Gerda Lane Partition Sanitary Main (Switzer)**

- The Engineering Department is currently designing an upgrade to the existing sanitary sewer to address the need for future increased capacity for the Tonquin Employment Area. They are also currently reviewing the design for a public sewer line within Tract "A" of the Gerda Lane Partition which is needed for the industrial development of the 3 parcels of the Gerda Lane Partition located north of SW Tualatin Sherwood Road and west of SW Gerda Lane. As part of the design process there have been trees identified for removal near Rock Creek for the construction of these sanitary facilities. It is the intent of the Engineering Department to get the approval of the Parks Board for removal of the required trees. 14 trees in all are requested to be removed with 10 of the 14 located on City property. The 10 trees removed from City property will be replaced with 10 new trees. The 4 located on private property will be replaced with 2 new trees. See record.
- *Mary Reid moved to approve both tree removal requests. Marney Jett seconded. All in favor; motion approved.*

**6. Park/YMCA Bond Survey Update (Stecher & Snyder)**

- Stecher shared updates for the recent Park/YMCA Bond Survey. There did not appear to be any support for a bond at this time. This bond would have included \$500,000 for Snyder Park's turf replacement.
- Butterfield shared that there were 600 voters polled. Even when the dog and skate parks were removed, there still was no support.

**7. Reports**

- **Park Maintenance Update (Switzer)**
  - Craig Sheldon has been getting maintenance workers out to prep fields as weather permits.
  - Scheirman stated that Public Works is doing a good job with park maintenance.
- **Recreation Monthly Report (Switzer)**

**March 2012**

- Youth soccer played 12 games at Snyder Park in March.
- Youth basketball finished up with a 6<sup>th</sup> grade tournament the first week in March.
- Two spring basketball groups used the gyms in March and the youth program sponsored a spring break camp for girls at SMS.
- All youth spring sports are underway but are being hampered by wet weather resulting in many gym requests.

| Field House               |               |                |              |                |                |
|---------------------------|---------------|----------------|--------------|----------------|----------------|
| Monthly Report March 2012 |               |                |              |                |                |
|                           |               |                |              |                |                |
| <u>March-12</u>           | <u>Mar-12</u> | -              | <u>YTD</u>   |                | <u>Mar-11</u>  |
| -                         |               |                |              |                |                |
| <u>Usage</u>              |               | People         |              | People         | People         |
| -                         | <u>Count</u>  | <u>Served*</u> | <u>Count</u> | <u>Served*</u> | <u>Served*</u> |
| Leagues                   | 8             | 882            | 22           | 4885           | 585            |
| Rentals                   | 69            | 1932           | 694          | 15736          | 2952           |
| Other (Classes)           |               |                | 1            | 5              | 17             |

|   |                      |                   |           |              |             |
|---|----------------------|-------------------|-----------|--------------|-------------|
| <b>[1] Day Use</b>                                | <b>12</b>            | <b>157</b>        | <b>80</b> | <b>638</b>   | <b>172</b>  |
| <b>Total Usage</b>                                |                      | <b>2971</b>       |           | <b>21264</b> |             |
|   |                      |                   |           |              | <b>3726</b> |
|   |                      |                   |           |              |             |
| <b><u>Income</u></b>                              | <b><u>Mar-12</u></b> | <b><u>YTD</u></b> |           |              |             |
| <b>Rentals</b>                                    | <b>\$4,900</b>       | <b>\$37,233</b>   |           |              |             |
| <b>League fees (indoor)</b>                       | <b>\$7,259</b>       | <b>\$67,254</b>   | <b>-</b>  | <b>-</b>     |             |
| <b>Card fees (indoor)</b>                         | <b>\$600</b>         | <b>\$3,820</b>    |           |              |             |
| <b>Day Use</b>                                    | <b>\$331</b>         | <b>\$1,270</b>    |           |              |             |
| <b>Merchandise</b>                                |                      |                   |           |              |             |
| <b>Snacks</b>                                     | <b>\$910</b>         | <b>\$4,828</b>    |           |              |             |
| <b>Classes</b>                                    |                      | <b>\$175</b>      |           |              |             |
| <b>Total</b>                                      | <b>\$14,000</b>      | <b>\$114,580</b>  |           |              |             |
|   |                      |                   |           |              |             |
| <b>FY 10 11</b>                                   |                      |                   |           |              |             |
| <b><u>Rentals</u></b>                             | <b><u>Mar-11</u></b> | <b><u>YTD</u></b> |           |              |             |
| <b>League fees (indoor)</b>                       | <b>\$5,126</b>       | <b>\$43,954</b>   |           |              |             |
| <b>Card fees (indoor)</b>                         | <b>\$2,596</b>       | <b>\$55,240</b>   |           |              |             |
| <b>Day Use</b>                                    | <b>\$87</b>          | <b>\$3,082</b>    |           |              |             |
| <b>Merchandise</b>                                | <b>\$318</b>         | <b>\$1,537</b>    |           |              |             |
| <b>Snacks</b>                                     |                      |                   |           |              |             |
| <b>Classes</b>                                    | <b>\$700</b>         | <b>\$4,838</b>    |           |              |             |
| <b>Total Income</b>                               |                      | <b>\$2,336</b>    |           |              |             |
|   | <b>\$8,827</b>       | <b>\$110,987</b>  |           |              |             |
|   |                      |                   |           |              |             |
| <b>*Estimated number of people served</b>         |                      |                   |           |              |             |
| <b>based on all rentals have a different # of</b> |                      |                   |           |              |             |
| <b>people. Along with each team will carry</b>    |                      |                   |           |              |             |
| <b>a different # of people on their roster.</b>   |                      |                   |           |              |             |

### **April 2012**

- Youth soccer played 4 games at Snyder Park during the month of April.
- Youth soccer also rented Snyder Park for their Spring Academy on Tuesdays and Thursdays in April.
- Youth lacrosse played 24 games at Snyder Park and 5 games at the high school.
- Youth track held the Ice Breaker Track Meet on April 21<sup>st</sup> at the high school. Over 400 kids attended.
- Youth baseball played some games at Archer Glen and Middleton as weather allowed.
- Youth softball played some games at the high school as weather allowed.
- Greater Portland Soccer District rented Snyder Park and played 8 adult games in April.
- Things are going well with the Field House. We will meet our goal this year.

|   |                      |                       |                     |                       |                      |
|---|----------------------|-----------------------|---------------------|-----------------------|----------------------|
| <b>Field House</b>                                |                      |                       |                     |                       |                      |
| <b>Monthly Report April 2012</b>                  |                      |                       |                     |                       |                      |
|   |                      |                       |                     |                       |                      |
| <u><b>April-12</b></u>                            | <u><b>Apr-12</b></u> | <b>-</b>              | <u><b>YTD</b></u>   |                       | <u><b>Apr-11</b></u> |
| <b>-</b>  |                      |                       |                     |                       | <b>Est.</b>          |
| <u><b>Usage</b></u>                               |                      | <b>People</b>         |                     | <b>People</b>         | <b>People</b>        |
| <b>-</b>  | <u><b>Count</b></u>  | <u><b>Served*</b></u> | <u><b>Count</b></u> | <u><b>Served*</b></u> | <u><b>Served</b></u> |
| <b>Leagues</b>                                    | <b>5</b>             | <b>585</b>            | <b>25</b>           | <b>5470</b>           | <b>330</b>           |
| <b>Rentals</b>                                    | <b>73</b>            | <b>1825</b>           | <b>767</b>          | <b>17561</b>          | <b>1300</b>          |
| <b>Other (Classes)</b>                            |                      |                       | <b>1</b>            | <b>5</b>              |                      |
| <b>[1] Day Use</b>                                | <b>11</b>            | <b>110</b>            | <b>91</b>           | <b>748</b>            | <b>119</b>           |
| <b>Total Usage</b>                                |                      | <b>2520</b>           |                     | <b>23784</b>          |                      |
|   |                      |                       |                     |                       | <b>1749</b>          |
|   |                      |                       |                     |                       |                      |
| <u><b>Income</b></u>                              | <u><b>Apr-12</b></u> | <u><b>YTD</b></u>     |                     |                       |                      |
| <b>Rentals</b>                                    | <b>\$4,145</b>       | <b>\$41,378</b>       |                     |                       |                      |
| <b>League fees (indoor)</b>                       | <b>\$5,275</b>       | <b>\$72,529</b>       | <b>-</b>            | <b>-</b>              |                      |
| <b>Card fees (indoor)</b>                         | <b>\$540</b>         | <b>\$4,360</b>        |                     |                       |                      |
| <b>Day Use</b>                                    | <b>\$213</b>         | <b>\$1,483</b>        |                     |                       |                      |
| <b>Merchandise</b>                                |                      |                       |                     |                       |                      |
| <b>Snacks</b>                                     | <b>\$604</b>         | <b>\$4,828</b>        |                     |                       |                      |
| <b>Classes</b>                                    |                      | <b>\$175</b>          |                     |                       |                      |
| <b>Total</b>                                      | <b>\$10,777</b>      | <b>\$124,753</b>      |                     |                       |                      |
|   |                      |                       |                     |                       |                      |
| <b>FY 10-11</b>                                   |                      |                       |                     |                       |                      |
| <u><b>Income</b></u>                              | <u><b>Apr-11</b></u> | <u><b>YTD</b></u>     |                     |                       |                      |
| <b>Rentals</b>                                    | <b>\$2,975</b>       | <b>\$46,929</b>       |                     |                       |                      |
| <b>League fees (indoor)</b>                       | <b>\$7,999</b>       | <b>\$63,239</b>       |                     |                       |                      |
| <b>Card fees (indoor)</b>                         | <b>\$80</b>          | <b>\$3,162</b>        |                     |                       |                      |
| <b>Day Use</b>                                    | <b>\$208</b>         | <b>\$1,745</b>        |                     |                       |                      |
| <b>Merchandise</b>                                |                      |                       |                     |                       |                      |
| <b>Snacks</b>                                     | <b>\$496</b>         | <b>\$5,333</b>        |                     |                       |                      |
| <b>Classes</b>                                    |                      | <b>\$2,336</b>        |                     |                       |                      |
| <b>Total Income</b>                               | <b>\$11,758</b>      | <b>\$122,744</b>      |                     |                       |                      |
|   |                      |                       |                     |                       |                      |
| <b>*Estimated number of people served</b>         |                      |                       |                     |                       |                      |
| <b>based on all rentals have a different # of</b> |                      |                       |                     |                       |                      |
| <b>people. Along with each team will carry</b>    |                      |                       |                     |                       |                      |
| <b>a different # of people on their roster.</b>   |                      |                       |                     |                       |                      |

- **Tonquin Trail Update (Stecher)**

- There is a Final Public Open House for the Tonquin Trail Master Plan set for Wednesday, May 23, 2012, from 5-8 pm at the Tualatin Valley Fire and Rescue Training Center located at 12400 SW Tonquin Road. They are looking for support from Wilsonville, Tualatin, and Sherwood. Stecher and Jett will be attending.
- Switzer said City staff had a meeting regarding the kick off for the design for Cedar Creek Trail. Switzer asked the PRB if they felt they could commit the time to act as a review committee for the Cedar Creek Trail design. All members agreed that this is something they would like to do.

**7. Cannery Square Plaza Grand Opening- Friday, June 1 (Switzer)**

- The Cannery Square Plaza Grand Opening is planned for Friday June 1, 2012, from 4-6 pm. Invitations will be sent out within the next few days. There will be a ribbon cutting, live music, refreshments, and the water feature will be turned on.

**8. Council update (Butterfield)**

- There has been an ongoing issue with skateboarders at the new plaza. The Police Department is going to start issuing citations.
- Bids for the Cannery project should be back by Wednesday.
- Joe Gall has been selected to be the new City Manager for Sherwood. Contract negotiations are still being worked out.
- Kohl's has been approved and will occupy the old GI Joes store.

**9. Other**

- A request for applicants will be put out to try to fill the vacancy on the PRB.

**10. Next meeting/adjourn**

- The next meeting will be held Monday, June 4, 2012 at 7:00 pm at City Hall. There will be no PRB meeting in July.

**Adjourned at 7:57 pm**